

BUILDING SERVICES MANAGER

KIND OF WORK

Management of cleaning operations and associated services for a large group of state office buildings.

NATURE AND PURPOSE

The employees in this class are responsible for the development, administration and supervision of a complex cleaning operation and associated services for a group of large state office buildings. Supervisory responsibility includes the assignment and evaluation of the performance of a group of lower-level supervisors and their employees. Work is performed under the general supervision of the Assistant Plant Management Director (Building Services) or higher-level administrator.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Establishes work schedules for employees so that personnel coverage is provided.

Establishes standard times for cleaning tasks so that utilization can be measured.

Determines workloads and job performance of cleaning personnel so that the most effective work assignments can be made.

Develops short and long-range plans so that cleanliness is continuously improved, costs are reduced and maintenance personnel and equipment are upgraded.

Approves stock levels established by building supervisor so that adequate inventories are maintained.

Prepares budget estimates for the building services section so that budget and accountability requirements are met.

Coordinates with department heads on special cleaning projects so that projects are accomplished with a minimum of disruption to other employees and the public.

Investigates complaints involving cleaning operations so that corrective action is taken.

Performs quality inspections utilizing a random sample technique so that quality control standards are maintained.

Supervises pest control programs so that facilities are maintained pest free.

Develops and enforces rules so that maximum safety practices are in use.

Develops work specifications for contract cleaning so that services provided meet state standards.

Maintains close liaison with cleaning contractors, pest control contractors and other related contractors so that maximum results are achieved.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Those asterisked are also essential at entry and are to be used in development of selection criteria.)

Knowledge of:

Thorough knowledge of building cleaning practices and procedures and mechanical and semi-automated cleaning equipment, disinfectants and cleaners, floors and floor finishes.

Thorough knowledge of the characteristics, purposes and components of various cleaning agents and floor finishes as they pertain to the application to various floor materials.

Some technical knowledge of architecture and engineering.

Ability to:

*Ability to plan, assign and supervise the work of a large number of employees through the use of his supervisors.

*Ability to carry on proper liaison and communication with union representatives.

Ability to conduct time and method studies.

Ability to estimate materials, supplies and equipment needs and to maintain appropriate stock levels.

*Ability to keep records, write reports and conduct group meetings.

Ability to evaluate cost and cleaning quality data.

Est.: 4/25/68

Rev.:

T.C.:

Former Title(s):